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## Peak Mastery Practice Job Interview

This practice interview will help you get comfortable with preparing for an interview and answering questions in the interview. Find a partner and take turns interviewing each other. One of you is the “Manager” and one is the “Candidate.” Do all the following in order, swap roles, and do it again.

Decide what job you’re interviewing for. Choose one of these or invent your own:

- Laborer at a local lumber yard.
- Office assistant at an insurance company.
- Food preparer at a restaurant.
- Youth guide at a day camp for young kids.
- Other: \_\_\_\_\_

For the job you selected, the Candidate should write three questions to ask during the interview:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

During the interview, the Candidate must remember to do all of the following:

- Introduce yourself, use a firm handshake, and maintain eye contact
- Listen, show interest, nod, ask questions, be engaged, and SMILE
- Ask your list of questions and take notes
- Ask about the next steps and agree on follow up (who will call whom, and WHEN?)
- Shake hands, thank them, and repeat the agreement on follow up

### The Interview

1. Tell me about your past job, volunteer, or work experiences. \_\_\_\_\_  
\_\_\_\_\_
2. What skills do you have that qualify you for this job? \_\_\_\_\_  
\_\_\_\_\_
3. How will you get to and from work each day? \_\_\_\_\_

4. Tell me about a time when you had to work really hard. \_\_\_\_\_  
\_\_\_\_\_

5. "Manager" – think of three questions that relate to the job you selected above, then ask the questions:

A. Question: \_\_\_\_\_  
\_\_\_\_\_

Answer: \_\_\_\_\_  
\_\_\_\_\_

B. Question: \_\_\_\_\_  
\_\_\_\_\_

Answer: \_\_\_\_\_  
\_\_\_\_\_

C. Question: \_\_\_\_\_  
\_\_\_\_\_

Answer: \_\_\_\_\_  
\_\_\_\_\_

5. What are your interests or hobbies? \_\_\_\_\_  
\_\_\_\_\_

6. Why should we hire you for this job? \_\_\_\_\_  
\_\_\_\_\_

7. Why do you want this job? \_\_\_\_\_  
\_\_\_\_\_

**After the Interview, the Manager will rate the Candidate on these (use "good, fair, or poor").**

\_\_\_\_\_ Introduce yourself, use a firm handshake, and maintain eye contact

\_\_\_\_\_ Listen, show interest, nod, ask questions, be engaged, and SMILE

\_\_\_\_\_ Ask your list of questions and take notes

\_\_\_\_\_ Ask about the next steps and agree on follow up (who will call whom, and WHEN?)

\_\_\_\_\_ Shake hands, thank them, and repeat the agreement on follow up